

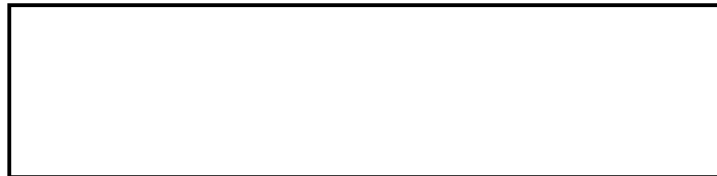
ADMINISTRATIVE - INTERNAL USE ONLY

74-0786

4 MAR 1974

MEMORANDUM FOR: Acting Inspector General
THROUGH : Executive Officer to the DDM&S
SUBJECT : Survey on Classification/Declassification
of Information
REFERENCE : Memorandum to DDM&S from Acting Inspector
General, dated 11 February 1974,
Subject: Classification/Declassification
of Information

In compliance with referent memorandum, attached
are survey forms on classification/declassification of
information for all components of the Office of Finance.



for Thomas B. Vale
Director of Finance

STAT

Attachments
As Stated

MORI/CDF Pages 1-26, 31- 32, 35, &
39-40

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Next 17 Page(s) In Document Denied

OJCS-242-74
8 FEB 1974

MEMORANDUM FOR: Inspector General

VIA : Executive Officer, Deputy Director
for Management and Services

SUBJECT : Classification/Declassification of
Information

REFERENCE : Inspector General memorandum, same
subject, dated 11 February 1974

Attached is OJCS' reply to the questionnaire forwarded by reference memorandum. The attached answers are keyed to the questionnaire. In conducting the survey, OJCS did not include codeword information or computer output generated for our customers.



STAT

HARRY E. FITZWATER
Director of Joint Computer Support

Attachment: a/s

Distribution:
Orig. & 1 - addressee
1 - DDM&S
2 - O/D/OJCS
1 - Subject file
1 - OJCS Registry

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OFFICE OF JOINT COMPUTER SUPPORT

CLASSIFICATION/DECLASSIFICATION OF INFORMATION

1. There are 32 officers in OJCS who have classification authority for SECRET and 4 for TOP SECRET.
2. The 4 officers who have TOP SECRET classifying authority also have the authority to exempt.
3. Selection of OJCS Classification Officers is based on the requirements of the position currently occupied.
4. Based on a review of OJCS chrono files for the three month period, 1 Nov. 1973 - 31 January 1974, 30 officers did not utilize their classifying authority. One classified six documents; one classified two documents and four classified one document.
5. OJCS Classification Officers are designated by official Personnel Actions.
6. OJCS secretaries know which officers in their component have classifying authority and the level of that authority.
7. OJCS has no formal training course for Classification Officers. Officers who held classifying authority as of 30 June 1972 and OJCS secretaries were briefed on the new classification system by the OJCS Security Officer and the Chief, Information Systems Analysis Staff.
8. NA
9. Not as such; as questions arise appropriate guidance is provided.
10. As indicated in item seven above, OJCS has no formal training program. OJCS Notice 10-6-72 provides guidance; the OJCS Security Officer provides additional guidance on specific questions.

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11. OJCS Notice 10-6-72 outlines the provisions of STAT
12. Yes, OJCS Notice 10-6-72 provides guidelines.
13. None, other than supervisory review of correspondence for contents and indirectly for classification.
14. The OJCS Security Officer in accordance with OJCS Notice 10-6-72.
15. No.
16. All of OJCS originated classified information was exempted from declassification.
17. Category 2 - 100%.
18. OJCS use is based on customer use in prior related correspondence.
19. OJCS is the office of record for one pre-classified form. Classification of OJCS forms is reviewed upon revision of the form and whenever it is necessary to reprint the form.
20. A review of OJCS chrono files for the periods 1 March - 30 April 1972 and 1 March - 30 April 1973 indicates a 9% reduction in 1973 in the number of classified documents compared to the total of documents originated within OJCS. Of the classified documents, 83% were SECRET and 16.3% CONFIDENTIAL in 1972 as compared to 91% SECRET and 9% CONFIDENTIAL in 1973. There were no TS documents in the sample.
21. Although the Director, OJCS does not necessarily review each document prior to its preparation and routing in final form, he and all members of his staff review each document subsequently as it appears on a reading board. During this review an inappropriately classified document would be identified and corrective action taken.

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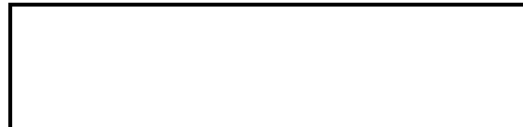
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28 FEB 1974

MEMORANDUM FOR: Inspector General
THROUGH : Deputy Director for Management and Services
SUBJECT : Classification/Declassification of Information
REFERENCE : Multiple Adse Memo dtd 11 Feb 74 fm AIG, same
subject

Attached herewith is the Office of Logistics response to the questionnaire on the classification and declassification of information forwarded with referent.



Francis J. Van Damm
Director of Logistics

STAT

Att

cc: DD/M&S

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OL 4 0912a

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COMPONENT: Office of Logistics

1. The following number of officers in the Office of Logistics (OL) have classification authority: Top Secret, 17; Secret, 41; and Confidential, 5; totaling 63.

2. Seventeen of the above officers have authority to exempt.

3. Classification officers are selected by designation of position requiring classification authority.

4. Excluding cables, dispatches, and classified forms, our survey indicates an average of about nine documents are classified monthly per designated classification officer.

5. The Director and Deputy Director of Logistics are delegated authority to classify in [redacted]. The Director of Logistics (D/L) has designated the remaining positions within OL authorized to classify by issuance of a formal Logistics Notice. Individual officers do not have a specific written delegation of authority to classify; however, this fact is included in the personnel action assigning the individual to a position authorized to classify.

STAT

6. Those secretaries who we contacted during the survey (paragraph 4 above) were all aware of the level of classification level of their supervisors.

7, 8, and 9. We have no training courses for classification officers.

10. Officers newly designated for classification authority are allowed to exercise this authority without specific training for this function. However, in all instances, such officers have had prior Agency experience before such authorization has been granted.

11. We have had no followup program to familiarize employees with the Executive order, the NSC Directive, and [redacted] since their original issuance.

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12. We have no written Office guidelines on determining the level of classification, other than those listed in 11.

13. The checks on proper classification are exercised as the specific document is routed upward through the chain of command. The original classification officer bears some responsibility for proper classification; however, the ultimate responsibility rests with the senior officer in the OL chain of command who releases the document for official distribution.

14. The senior officer in the chain of command in OL is the recognized component authority to resolve disputes on the level of classification or exemption from declassification. This would be the D/L or the most senior officer under his command exercising the decision in resolution of the dispute. There have been instances, especially on correspondence being directed outside the Agency, where the Office of Security and other officials have been consulted on questions of classification level.

15. We have not established a system for the review of material previously classified, with the object of downgrading or declassifying.

16. We estimate that about 95 percent of our classified material is exempt from declassification.

17. About 80 percent of our exempted material is covered by Exemption Category 2 and the other 20 percent by Category 3.

18. It is very infrequent that we use Warning Notice - Sensitive Intelligence Sources and Methods Involved.

19. We use preclassified forms. Classification is reviewed upon reprint or reorder, usually once or twice per year.

20. There has been a significant change in classification levels since issuance of Executive Order 11652. Except for cables, dispatches, and classified forms, we estimate that the ratio of unclassified to classified documents originated in OL in FY 1973 at about 55 percent versus 45 percent. We estimate that this represents about a 50 percent increase in unclassified versus classified documents in comparison to FY 1972. The ratio of Confidential classification to Secret has had a similar trend, with Top Secret a very seldom used classification.

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- 3 -

21. Officers with classification authority are permitted to determine classification without prior review of the head of the operating component. Correspondence directed to other Agency components usually is reviewed at the division chief or deputy chief level, either before or after official distribution. Correspondence directed outside the Agency is reviewed in the Office of the D/L, also, either before or after official distribution.

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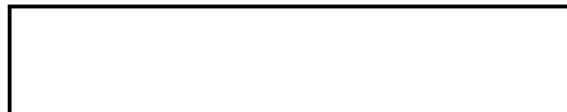
28 FEB 1974

MEMORANDUM FOR: Inspector General

SUBJECT : Classification/Declassification of Information

1. Pursuant to your request of 11 February 1974 for responses to your questionnaire covering classification/declassification of information, we are forwarding herewith our replies which are keyed to your questions.

2. Please advise if we can be of any further assistance in this matter.



John F. Blake
Acting Director of Security

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Attachment

Approved For Release 2006/07/21 : CIA-RDP76-00593R000100100004-5

Form 163a
8-66

ATTACHMENT

Approved For Release 2006/07/21 : CIA-RDP76-00593R000100100004-5

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COMPONENT: Office of Security

1. 17, 56 including the 17 with Top Secret authority, 56 including those with Top Secret and Secret classification authority.
2. 17
3. They are selected by position.
4. Approximately 33 per month average.
5. Yes. An Office of Security Directive is issued periodically which delegates classification authority at the Secret and Confidential level.
6. Yes. The Office of Security Directives mentioned in 5., above, are released to all secretaries.
7. We have no formal courses of instruction for all classifiers. Office of Security Directives, however, were issued giving guidance on this subject.
8. N.A.
9. N.A.
10. N.A.
11. Yes. Various Office of Security Directives on this subject were issued.
12. No. All classifiers are, however, familiar

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13. Yes. Division Chiefs and/or higher office authorities review all outgoing correspondence. This review includes proper classification.
14. Chief of Operations, Deputy Director for Physical, Technical and Overseas Security
15. To date, a system for the review of material previously classified has not been undertaken. As time permits, this matter will be addressed.
16. Almost 100% of our classified material is exempt.
17. Category 1, 0%; Category 2, 90%; Category 3, 10%; and Category 4, 0%
18. A warning notice is used on documents which actually reveal sensitive intelligence sources and methods other than those controlled in a compartmented system.
19. We have very few pre-classified forms. Classification of such forms is reviewed whenever they are amended.
20. While we have no fixed data on this, a sample of 180 classified documents revealed that in FY 1972, 65% were classified at the Secret level while during a comparable period in FY 1973, only 25% were so classified.
21. Document classification is made independently by those authorized to do so. As stated in 13., above, there is higher level review.

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23 FEB 1974

COMPONENT: Office of Medical Services

1. TOP SECRET - 2, SECRET - 27, CONFIDENTIAL - 1
2. 2
3. According to the position occupied.
4. Average of 25.
5. Yes, consistent with instructions issued in
6. Yes
7. No
8. --
9. No
10. New officers are not delegated classification authority until there is assurance that they are familiar, usually through on-the-job training, with the classification requirements.
11. In 1972 familiarization with the requirements of the Executive Order, the NSC Directive and , and other guidance was through the OMS staff meeting and the chain of command.
12. No. D/MS has at various staff meetings emphasized the need to avoid classification if possible, and when such is not possible, to use the lowest appropriate level.
13. Each division/staff chief is responsible for assuring the appropriate classification of documents originated in his division/staff. For official documents prepared in and emanating from the Office of the D/MS, the OMS ExO normally determines or checks the classification.
14. Normally such matters are referred to the OMS ExO.
15. No
16. Minimal, estimated less than 1%.

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COMPONENT: Office of Medical Services (cont'd)

17. Cat 1 0 , Cat 2 100 , Cat 3 0 , Cat 4 0
18. Not used
19. Yes. Normally classification is reviewed at reorder time.
20. Yes. Although impossible to quantify, a significant decrease in classification levels was noticeable in FY 1973 as compared to FY 1972. Executive Order 11652, in our judgment, has caused us to scrutinize the classification practices we had taken for granted for years. In many cases, we have been impressed how easily a previously used classification for a report or other recurrent document could be reduced.
21. Yes, but as indicated in 13 above, the division/staff chief is responsible for classification in his division/staff.

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26 February 1974

MEMORANDUM FOR: Inspector General

SUBJECT : Classification/Declassification of Information

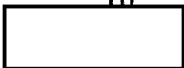
REFERENCE : Memo dtd 11 Feb 74 to Office Heads fm A/IG, same
subject

In response to referent memorandum listed below are the Office of Training answers to the questionnaire:

1. Top Secret - 8, Secret - 29, Confidential - 4.
2. Eight (8) Officers have authority to exempt.
3. Classification Officers are selected by job position.
4. Approximately 10-12 per month.
5. Yes, through personnel action notification.
6. Yes.
7. No.
8. N/A
9. No.

STAT

10. They are briefed on the Executive Order, NSC Directive and



11. Yes.

12. No.

13. The responsible classification officer determines if the material is properly classified.

14. The Director of Training

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15. No.
16. 85 percent.
17. Category 1 0%, 2 95%, 3 5%, 4 0%.
18. No material originated in OTR uses Warning Notice - Sensitive Intelligence Source and Methods Involved.
19. Yes. Any time forms are reviewed for change or modification the classification is also reviewed.
20. Between FY-72 and FY-73 there was approximately an 80% decrease in classification; the greater majority of this was reduced to Administrative-Internal Use only.
21. Yes.



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Chief, Services and Registration Staff
Office of Training

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22 February 1974

MEMORANDUM FOR: EO/DDM&S

**SUBJECT: Reply to DD/M&S 74-0510, re Classification/
Declassification**

1. The applicable portions of the attached questionnaire are filled in; however, I will attempt to explain the reason.

2. This is an extremely small staff with only two classification officers. The classification of documents in this staff is based almost entirely on the same classification of the material on which the documents are based. Because of the nature of the material contained in the Agency History, the question of declassification does not arise. In other words, we do not deal in classification as such, but only in making sure that the complete work is classified in a manner consistent with the original classification of the written material.

W
WALTER ELDER
Chief, CIA History Staff

Att:
Questionnaire

cc: Acting Inspector General ✓

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COMPONENT: CIA History Staff, DD/M&S

1. How many officers in your component have classification authority for TOP SECRET one, SECRET one, CONFIDENTIAL none?
2. How many officers in your component have authority to exempt? Two
3. How are classification officers selected?
4. How many papers are classified by each officer each month?
5. Do classification officers have written delegation of authority to classify?
6. Do secretaries know level of classification authority for their supervisors?
7. Do you have a training course for classification officers?
8. How often is the course run?
9. Do you have refresher training? If so, how often?
10. Are new officers allowed to exercise classification authority before training?
11. Do you have a program to familiarize all employees with the Executive Order, the NSC Directive STAT
12. Are there any written office guidelines on determination of level of classification?
13. Are there any checks to determine whether material is properly classified? If so, who is responsible? Describe the system.
14. Who is the component authority in case of dispute on level of classification or exemption from declassification?

(See other side)

ADMINISTRATIVE - INTERNAL USE ONLY

OVER
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See Para. 2 in memorandum for explanation for questions that have not been answered, i.e. (3 thru 21).

See note on reverse side.

15. Have you established any system for review of material previously classified with the object of downgrading or declassifying?
16. What percentage of your material is exempt from declassification?
17. What percentage of exempted material is covered by Exemption Category 1? 2? 3? 4?
18. Under what circumstances do you use Warning Notice - Sensitive Intelligence Sources and Methods Involved?
19. Do you use pre-classified forms? How often is classification reviewed?
20. In general, has there been a significant change in classification levels used on written material since the issuance of Executive Order 11652? Please compare FY-72 and FY-73 to arrive at your estimate.
21. Are officers with classification authority actually permitted to determine classification without review by the head of the operating component?

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COMPONENT: Office of Communications

1. How many officers in your component have classification authority for TOP SECRET 28, SECRET 167, CONFIDENTIAL 31?
2. How many officers in your component have authority to exempt? 28
3. How are classification officers selected? By Position
4. How many papers are classified by each officer each month? An average of 18 papers per month - based on a three-month survey.
5. Do classification officers have written delegation of authority to classify? Yes
6. Do secretaries know level of classification authority for their supervisors? Yes
7. Do you have a training course for classification officers? No
8. How often is the course run? N.A.
9. Do you have refresher training? If so, how often? N.A.
10. Are new officers allowed to exercise classification authority before training? Yes
11. Do you have a program to familiarize all employees with the Executive Order, the NSC Directive and There is no established program as such, however these publications SPAT are available for reading.
12. Are there any written office guidelines on determination of level of classification? Yes
13. Are there any checks to determine whether material is properly classified? If so, who is responsible? Describe the system. Yes. The releasing or signing officer has the final authority upon reviewing material.
14. Who is the component authority in case of dispute on level of classification or exemption from declassification? Director of Communications

(See other side)

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